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DDA 83-4137/4  
21 October 1983

MEMORANDUM FOR THE RECORD

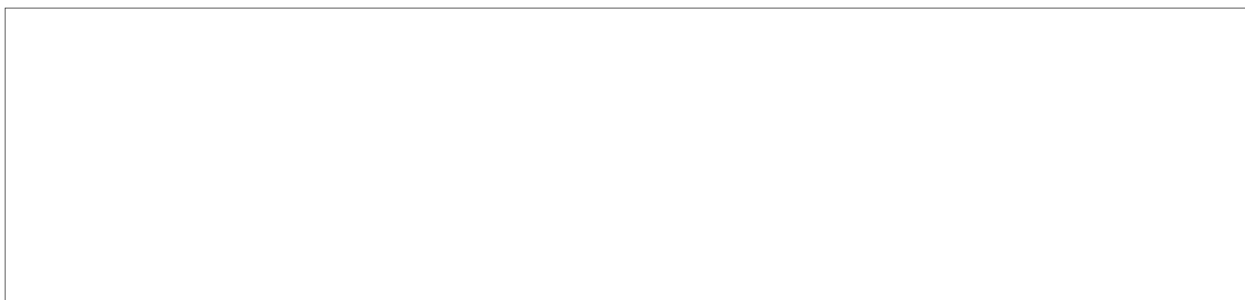
SUBJECT: DDA Office Directors' Conference  
11 and 12 October 1983



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1. The DDA opened the session by briefly discussing the presentations of the Directorate's 1985 program at the OMB hearings.

2. Each Office Director provided a summary of FY-1983 activities conducted with Base resources. Among the activities mentioned were:



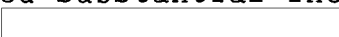
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d. Maintenance of personnel security program by OS despite heavy retirements in senior security ranks and and expansion of area security officer program.


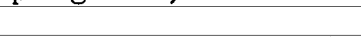
e. Implementation of SAFEHAVEN program by OMS as well as improvement in selection support and alcohol programs.

f. Successful efforts by OP to achieve Agency ceiling in FY-1983 as well as successful monitoring and control of FTE.

g. OTE assumed ADP training function, established new EOD clerical training course, and enhanced special relationships with the DDI.

h. D/OF cited substantial increases in requirements, amendment to the  contract, reduction in delinquent advances, and satisfying the Prompt Payment Act.

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i. OL continued to provide extensive support to  programs, initiated Quality Circles in P&PD, established  conducted "Brown Bag" seminars, and is in the process of consolidating data base processing

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3. The proposed distribution of FY-1984 position reductions, as authorized in the attached listing, was agreed upon with the following changes:

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4. The DDA asked all Office Directors to "hold back" 10 percent of the nonpersonnel services funds from their allocations of the FY-1984 SSRs for possible Directorate-wide contingencies.

5. Each of the Office Directors provided a brief outline of their plans for new initiatives in FY-1986. Among the items mentioned were:

a. Exploration of new recruitment mechanisms, development of the Agency Reserve, and expansion of the Family and Employee Liaison Office.

b. [redacted] computer-based education.

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c. Expansion in the use of personal computers in several offices.

d. Reorganization of LSD and RECD for handling the new building, expansion of LIMS overseas, standardized furniture program, and P&PD capitalization.

e. Develop alternate communications and ADP site.

f. Establish information service centers.

g. Improve ADP customer services.

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h. Reduce staff clearance time, solve FPO problem, increase efforts in computer security field, and acquire new ACM gear.

i. Improve physical fitness program, establish more MSO positions, and increase employee medical services.

6. The Comptroller addressed the group regarding the outlook for FY-1984 and beyond.

7. There were relatively brief discussions on the subjects of "integrity" and economic intelligence.

8. A discussion of the merits of the DDA's use of the CT Program followed. The CMO/DDA is drafting a paper on this subject and will circulate the draft to all of the Office Directors for their comments.

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APPROVED:

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James H. McDonald  
Acting Deputy Director for Administration

10/30/83  
Date

cc: D/OC  
D/ODP  
D/OF  
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D/OL  
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Attachment

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